



Financial Services Office Purchasing Services  
3300 Capitol Ave, Building B, P.O. Box 5006  
Fremont, CA 94537-5006  
www.ci.fremont.ca.us

Mail Or Deliver To:  
City of Fremont  
Purchasing Services Division  
P.O. Box 5006  
Fremont, CA 94537

## Request To Be Added To Vendor List

Company Name: \_\_\_\_\_

Accounts Receivable Telephone: \_\_\_\_\_

“Remit To” Address: \_\_\_\_\_

( ) \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Order Department Telephone: \_\_\_\_\_

Order Address: \_\_\_\_\_

( ) \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Fax # ( ) \_\_\_\_\_

Representative Contact: \_\_\_\_\_

Incorporated \_\_\_\_\_

Payment/Terms/Discount: \_\_\_\_\_

Social Security or  
Taxpayer ID Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

1. The City of Fremont has adopted a Local Preference Policy. Do you wish to claim status as a Fremont based vendor? Yes\_\_\_ No\_\_\_. If yes, please provide the Tax Code Area Number, which is assigned to you by the State of California Board of Equalization. Tax Code Area Number: \_\_\_\_\_
2. If your firm is establishing an account for the City of Fremont, please provide the account number here:  
\_\_\_\_\_
3. If you currently pay a City of Fremont Business Registration Tax, please indicate the number here:  
\_\_\_\_\_
4. Provide a copy of your current company catalog, if available.
5. Circle the commodities/services on the attached list of bid categories which apply to your company. Write in any additional categories you do not find listed.

### GENERAL INFORMATION FOR SUPPLIER/CONTRACTORS

Whenever possible, the City obtains competitive pricing for products and services. Depending on requirements, bids may be requested by telephone, in writing or via e-mail. FAXED BIDS ARE NOT ACCEPTABLE, unless specified in the bid documents, or specifically authorized by the City, **and never when sealed written bids are requested. LATE BIDS ARE NOT CONSIDERED.** Bids should be quoted FOB DESTINATION, including all packaging, handling, shipping and insurance costs, unless otherwise indicated by the City.

Purchasing maintains the centralized vendor list, and departments coordinate request for product information with the Purchasing Services Division.

**PURCHASE ORDERS ARE ISSUED WITH ALL ORDERS. THE CITY OF FREMONT IS NOT RESPONSIBLE FOR TRANSACTIONS, WHICH ARE NOT AUTHORIZED BY A PURCHASE ORDER.**



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VENDOR# \_\_\_\_\_

Section 6041 of the Internal Revenue Code 1964, as amended, requires that payments made by the City Of Fremont aggregating \$600.00 or more in a calendar year must be reported to the Internal Revenue Service (IRS) of Form 1099 MISC.

Under the law, we may be required to withhold 29% of reportable payments, if we do not have a valid identification number on file for you. Failure to furnish a correct identification number may also subject you to a penalty as provided by law.

To ensure no withholding of payments to you, please furnish the city with the following information:

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

(Check one) Social Security Number or Federal Id Number:

Corporation: ☐ \_\_\_\_\_

Partnership: ☐ \_\_\_\_\_

Other (Specify): ☐ \_\_\_\_\_

If a Sole Proprietor, please provide the following:

Name of Owner: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Or Employer Identification Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

If you have any questions, please contact City of Fremont Purchasing Services at 510-494-4620.  
Thank you.

**CITY OF FREMONT  
VENDOR COMMODITY CODE LISTING**

**Animal Control Equipment/Supplies/Services**

BEES	Beekeepers
CREM	Crematorium
DOGT	Dog Trainers
KENN	Kennels
ANCS	Misc Animal Control Supplies
PETS	Pet License Tags
PETF	Pet Food
DOGS	Police Dogs
VETS	Veterinarian Services

**Audio Visual Equipment/Service**

AUDI	Audio Visual Equipment/Supplies
AVRP	Audio Visual Equipment Repairs
PHDV	Photo Developing Services
PHOG	Photographers, Commercial
PHOT	Photographic Supplies/Film
VIDT	Videos, Training
VIDE	Video Production Services

**Auto Shop Equipment/Supplies**

ABSO	Absorbent
AUTP	Auto Parts
AUTS	Auto Shop/Service Station Equip
AUTB	Auto Body Repairs
AUTC	Auto Body Painting
AUTT	Automobile Transport Service
CARW	Car Washing
GASO	Gasoline/Oil/Grease
GASS	Gasoline/Service Stations
FUEL	Fuel Storage Tanks
RAGS	Rags
SOLV	Solvents & Degreasers
STCL	Steam Cleaning Equipment
TIRE	Tires
TOWS	Towing Services

AIRC	Air Conditioning & Heaters
AIRS	Air Conditioning & Heating Service
ALAR	Alarm Services
APPS	Appliance Repair
BATT	Batteries
BLDM	Building Materials
DOOR	Doors & Hardware
DRAIN	Drain/Sewer Cleaning
DRIN	Drinking Fountains
ELES	Electrical Supplies
ELEV	Elevator Maintenance
ENTR	Entry Carpets
FEXT	Fire Extinguisher Service/Sales
FLAG	Flags
FLGM	Flag pole maintenance
FLOR	Floor Covering, carpet, vinyl, tile
WOOD	Floor Covering, hardwood floors
GENE	Generators
JANI	Janitorial Service
JANS	Janitorial Supplies
LADD	Ladders
LAMP	Lamps, lighting
LOCK	Locks & Keys/Locksmiths
LUMB	Lumber
MATL	Material Handling Supplies
META	Metal Fabricators
DORR	Overhead Door Repairs
PAIS	Paint/Painting Supplies
PAGE	Paging Systems
PEST	Pest Control Services
PIPE	Pipe & Fittings
PLAQ	Plaques, Cast Engraved
PLAN	Plant Maintenance, Office
PLAS	Plastic Products/Fabrication
PLUM	Plumbing Supplies
SCAF	Scaffolding
SECU	Security Services/Guards
SIGS	Signs, Interior/Exterior
TRAS	Trash Receptacles/Sand Urns
UPHO	Upholsterers
UPHC	Upholstery/Carpet Cleaning
WELD	Welding Equipment
WIND	Window Coverings

**City Building Maintenance Equipment/Supplies**

WINW Window Washing

**Clothing**

BOOT Boots, Fire/Safety  
PATC Patches, Embroidered  
RAIN Rainwear  
TEES T-Shirts, Imprinted  
TURN Turnout Clothing  
UNIF Uniforms

**Communication Equipment**

CABL Cable  
COMM Misc Communication Equip  
FACS Facsimile Machines  
PAGE Paging Systems  
PAGR Pager Rental  
RADI Radio, mobile/portable  
SATE Satellite Antenna  
LOGT Tapes, Logging  
TELC Telephones, cellular  
TELE Telephones, office

**Computer Equipment**

APPLE Apple  
DIGI Digital  
HPCQ Hewlett Packard/Compaq  
IBMS IBM  
IBMC IBM Compatible  
LAPS Laptop Computers  
SOFT Computer Software  
COMR Computer Repairs  
CMPS Computer Supplies  
ELSU Electronic Supplies  
MISC Misc Computer Components  
NETW Networking Equipment

**Consultants/Services**

APPR Appraisal Service  
ARCH Architects  
ASBC Asbestos Detection  
ATTY Attorneys  
CMCN Computers

NETE Computer Networking Services  
CMPT Computer Training  
ENGR Engineering  
FINA Financial/Auditors  
FLEE Fleet Management  
GEOT Geotechnical/Soils  
LNDS Landscape  
PERS Personnel Services  
PROF Professional Service/Misc  
PSCO Psychological Counseling  
TRFF Traffic  
VEND Vending Machine Service  
WATR Water, Bottled/Service

**Contractors**

ACOU Acoustical Ceilings  
ASBE Asbestos Removal  
ADOR Automatic Doors  
BACK Backflow Prevention/Testing  
BRDG Bridge  
CAPT Closed Captioning Services  
CPRM Computer Rooms  
CONB Concrete Cement  
CONS Concrete Sawing  
DEMO Demo/House Movers  
DREG Dredging  
ELEC Electrical  
EXCA Excavating  
FENC Fence  
BLDG General, Building  
CONT General, Street  
GLAS Glass/Glazing  
LAND Landscape  
MOVE Moving  
PAIN Painting  
PLMB Plumbing  
ROOF Roofing  
SBLS Sand Blasting  
SANC Sand Dragging  
SOIL Soil Testing  
STRP Striping & Marking  
TENN Tennis Courts  
TRSG Traffic Signal Maintenance  
TREE Tree Services/Pruning/Stump Removal

UNDE	Underground
VOIC	Voice & Data Cabling
WEED	Weed Abatement
WELL	Well & Pump

### **Emergency Equipment/Supplies**

AMBU	Ambulance Services
FOOD	Food, Restaurants, Fast Food
GENE	Generators
HAZM	Hazardous Materials Disposal
HAZE	Hazardous Materials Cleanup Equipment/Supplies
LITE	Lighting, Portable, Floodlights
SHOW	Portable Showers
SBAG	Sand Bags
EMES	Emergency Preparedness Supplies

### **Engineering Supplies/Equipment**

BLUC	Blueprint Services
BLUL	Blueline Equipment/Engineering Copiers
DRAF	Drafting Supplies
LABS	Laboratory Supplies
SOIL	Soil Testing Equipment/Supplies
SURV	Survey Equipment/Supplies
TRAF	Traffic Counters

### **Fire Department Supplies**

ABSO	Absorbent
BAGS	Bags, plastic
BATT	Batteries
BOOT	Boots
BREA	Breathing Apparatus
FEXT	Fire Extinguisher Sales/Service
FOAM	Fire Fighting Foam
FAID	First Aid/Medical Supplies
GASD	Gas Detectors
GLOV	Gloves
HAZM	Hazardous Materials Disposal
HAZE	Hazmat Cleanup Equipment
HELM	Helmets
HOSE	Hose
MANN	Mannequins, CPR

MATT	Mattresses
FIRE	Misc Fire Equipment/Supplies
OXYG	Oxygen
OXYE	Oxygen Equipment
PHEQ	Physical Fitness Equipment
PRIV	Privacy Curtains
PMPS	Pumps & Pump parts
PUMP	Pump Repair
RESC	Rescue Equipment
REST	Restaurant Equipment/Supplies
RESU	Resuscitators
STRT	Storage Tanks, Underground, water & misc.

### **Hardware/Power Tools**

AIRT	Air Tools
CHAI	Chainsaws
COMP	Compressors/Hose & Fittings
HARD	Hand Tools
TOOL	Power Tools
TURF	Turf Equipment, Blowers/Hedgers/Trimmers

### **Miscellaneous Services**

AERI	Aerial Photography
ARTI	Artists, Public Art/Sculptures
BUSR	Bus Charter
CAPT	Captioning Services
CATE	Caterers
COLL	Collections/Accounts Receivable
COMC	Commercial Carriers/Trucking
NETW	Computer Networking Services
CRER	Credit Reports
DOCS	Document Imaging/Records Mgmt
EMPA	Employment Agencies
LABT	Laboratory Testing, Drug & Alcohol
LAUN	Laundry Service/Linen Exchange
MLCR	Mail/ Carrier/Courier Service
MATL	Material Handling
MICC	Microfilm Services
PARA	Paratransit Service
PHOG	Photographers, Commercial
PHYS	Physical Fitness Programs

SECU	Security Services/Guards
TENM	Tennis Court Maintenance
TRAV	Travel Agencies/Tours

### **Office Equipment/Supplies**

BANK	Bank Equipment
BLUL	Blueline Equipment/ Engineering Copiers
CASH	Cash Registers
COPY	Copy Service
COPS	Copier Rental
DICT	Dictation Equipment
DIRE	Directory Boards
DRAF	Drafting Supplies
ENVE	Envelopes
FACS	Facsimile Machines
FILE	Filing Systems
INVE	Inventory Control Systems
LAMI	Laminating Equipment/Supplies
LETT	Lettering Machines/Supplies
MAIL	Mailroom Equipment/Supplies
MICR	Microfilm Equipment/Supplies
OFER	Office Equipment Rental/Repair
OFFS	Office Supplies
PACK	Packing Materials/Boxes/Etc
PAPE	Paper, Office
PAPP	Paper, Computer
TIME	Timeclocks/Timestamps/Supplies
TYRP	Typewriter Repair

### **Office Furniture**

APPL	Appliances
APPS	Appliance Repair
FURN	Furniture, Office
FURT	Furniture, Rental
FURR	Furniture Repair/Refinishing
FURS	Furniture Systems, Modular
LOCR	Lockers
PTNA	Partitions, Allsteel
PTNH	Partitions, Haworth
PTNS	Partitions, Miscellaneous
SAFE	Safes
SHEL	Shelving, Metal

### **Park Maintenance Equipment/Supplies**

BAGS	Bags, Plastic (can liners)
BEES	Beekeepers
BENC	Benches
BIKE	Bike Racks
BUTA	Butane/Propane
PLNT	Concrete Planters
DRIN	Drinking Fountains
DRUM	Drums & Barrels
FEHB	Fertilizer/Herbicides
LAMP	Lamps, Ball-field
LAWN	Lawnmowers, small
LAWR	Lawnmowers, riding type
NURS	Nurseries, Plants
PEST	Pest Control Service
PESS	Pesticides
PICN	Picnic Tables/Benches/BBQ's
PMPS	Pumps & Pump parts
PUMP	Pump Repair
PLAY	Playground Equipment
SAND	Sand/Gravel/Rock
SBAG	Sand Bags
SODD	Sod
SPRA	Spraying Equipment
SPRN	Sprinkler/Irrigation Parts
TENM	Tennis Court Maintenance
TOIL	Toilets, Portable
SHAR	Tool Sharpening, Chipper Blades
DIRT	Topsoil
TRAS	Trash Receptacles, Sand Urns
TRST	Tree Stakes/Ties

### **Police Department Equipment/Supplies**

AMMO	Ammunition
AUCT	Auction Services
BADG	Badges
BATT	Batteries
BAGS	Bags, Plastic
BODY	Body Bags

BUPV	Bullet-proof Vest
CRIM	Crime Lab Supplies
DOGT	Dog Trainers/Search Dogs
DOGS	Dogs, Police
GLOS	Gloves, vinyl, surgical
HELM	Helmets
JAIL	Jail Equipment
LABT	Laboratory Testing, Drug & Alcohol
LAUN	Laundry Services/Linen Rental
LIGH	Lightbars/Sirens
LOCK	Locks & Keys/Locksmiths
POLI	Misc Police Dept Equip/Supplies
PHEQ	Physical Fitness Equipment
PHDV	Photo Developing
PRST	Prisoner Transportation
RADA	Radar Guns
TARG	Targets, Armory
TOWS	Towing Services
WEAP	Weapons

CLAS	Classroom Furniture/Equipment
CLOC	Clocks, Sports/Stopwatch/Timer
CNCS	Concession Supplies & Equipment
COST	Costumes
GOLF	Golfing Equipment/Supplies
FUND	Fund Raisers
GYMN	Gymnastics Equipment
LAMP	Lamps, Ballfield
MARI	Marine Supplies
PPOL	Pool Supplies
SCOR	Scoreboards
SNAC	Snackbar Equipment
FOOS	Snackbar Food/Supplies
SPTL	Sports Lighting
SPOR	Sporting Goods
TENB	Tennis Balls
TENM	Tennis Court Maintenance
TENS	Tennis Court Equipment/Supplies
THEA	Theatrical Equipment/Supplies
TROP	Trophies

### **Printing Services/Advertising Specialties**

ADVE	Advertising Specialties
BLUC	Blueprints
BUSC	Business Cards
DECA	Decals/City Seals
ENVE	Envelopes
FORM	Forms
GRAP	Graphic Artwork/Typesetting
LABL	Labels
NAME	Name Plates
RACE	Race Event Supplies
POST	Posters
PRIN	Printing Services
RUBB	Rubber Stamps
TEES	T-Shirts
WEBP	Web Press Printing

### **Recreation Department Supplies**

ANTI	Antiques
ARTS	Arts & Crafts Supplies
BICY	Bicycle Dealers/Repairs
BOAT	Boats & Motors
CANV	Canvas/Awning/Tarps/Tents
CERA	Ceramic Equipment
CHLO	Chlorine, Swim Lagoon

### **Recycling/Recycled Products**

RECC	Computers/Electronics
RLMP	Lamps/Ballasts
RECD	Laser Toner
RECO	Oil
RECP	Paper
RECM	Scrap Metal
RECT	Tires

### **Rental Equipment/Supplies**

AERL	Aerial Lifts
AIRR	Air Craft/Helicopter Rental
BOTH	Booths
COPR	Copiers
CRAN	Cranes
FENR	Fence
FURT	Furniture
PRTY	Party Equipment
PORT	Portable Building
TOIL	Portable Toilets
PUBS	Public Storage/Warehouse
SCAF	Scaffolding
AUTR	Vehicles

### **Safety Equipment/Supplies**

FAID	First Aid/Medical Supplies
GLOV	Gloves
GOGG	Goggles, safety
SAFT	Safety Equipment/Supplies

### **Special Event/Advertising Specialties**

ADVE	Advertising Specialties buttons/ribbons/balloons/etc
BANR	Banners
CATE	Caterers
COST	Costumes
CARN	Carnival Supplies
DECO	Decorations, Public Streets
PHOG	Photographers, Commercial
PLAQ	Plaque, Dedication
PRTY	Party Equipment Rentals
PINS	Pins, Employee Recognition
TEES	T Shirts, Imprinted
TROP	Trophies
VIDE	Video Production Services

### **Street Maintenance/Traffic Safety Supplies**

ABSO	Absorbent
ASPE	Asphalt Equipment
ASPH	Asphalt Products
BARR	Barricades/Cones
CONC	Concrete Ready Mix
CONP	Concrete Products
MANH	Manhole Rings, Covers
PAVE	Pavement Markers
SAND	Sand/Gravel/Rock
SBAG	Sand Bags
STLT	Street Lights, poles, service
SWEP	Street Sweeper parts/brooms
TOOL	Tools, Power
TRPT	Traffic Paint
SIGN	Traffic Signs
TRSP	Traffic Safety Supplies

### **Vehicles**

AUTO	Automobiles/Trucks
CART	Carts, Golf, All Terrain
FTRK	Fire Trucks
FORK	Forklifts
LAWR	Lawnmower, Riding Type
MOTO	Motorcycles
AUTR	Rental Vehicles
SWEE	Street Sweepers
TRAI	Trailers
TRAC	Tractors, Heavy Equipment
TRCK	Truck Bodies
REFR	Trucks, Refrigerated





## EMERGENCY OPERATION PROGRAM

If you are willing to participate in the City's emergency operation program for procurement of supplies and services in a state of emergency, please provide the following information. Include the names and phone numbers of individuals who can be called upon at any time, day or night, and who have authority to open your business and provide supplies in the event of a major disaster or extreme emergency. This information will be treated confidentially.

**Vendor Name:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street Address City State Zip

**E-mail:** \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Eve Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Eve Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Eve Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Signed \_\_\_\_\_

*(Owner, manager, or other authorized representative)*

Please indicate below the supplies and equipment that your company can provide in an emergency situation.

### SUPPLIES

- \_\_\_ Absorbent
- \_\_\_ Animal Euthanasia Drugs
- \_\_\_ Blankets/Cots
- \_\_\_ Body Bags
- \_\_\_ Canvas/Awnings/Tarps/Tents
- \_\_\_ Camping Equipment
- \_\_\_ Clothing
- \_\_\_ Cooking Utensils
- \_\_\_ Emergency Preparedness
- \_\_\_ Supplies/Personal Kits
- \_\_\_ Flashlights
- \_\_\_ First Aid/Medical Supplies
- \_\_\_ Foods, Dehydrated
- \_\_\_ Foods, Fast Food Service/Prepared
- \_\_\_ Foods, Groceries, Meat, Canned Goods
- \_\_\_ Germicides/Cleaners
- \_\_\_ Office Supplies
- \_\_\_ Paper & Plastic Food Service Supplies
- \_\_\_ Pet Food
- \_\_\_ Plastic Bags, Containers

### EQUIPMENT

- \_\_\_ Communication Equipment, Electronic Supplies
- \_\_\_ Walkie-Talkies, Batteries
- \_\_\_ Generators & Floodlights
- \_\_\_ Hazardous Materials Cleanup Equipment/Supplies
- \_\_\_ Light Tower
- \_\_\_ Material Handling
- \_\_\_ Portable Cellular Phones
- \_\_\_ Pumps & Compressors
- \_\_\_ Portable Kitchens
- \_\_\_ Refrigerated Trucks
- \_\_\_ Rescue & Safety Equipment
- \_\_\_ Sanitation/Portable Toilets
- \_\_\_ Sewage Treatment
- \_\_\_ Water Pump
- \_\_\_ Water Purification

\_\_\_ Portable Showers  
\_\_\_ Water, Bottled

**BUILDING MATERIALS**

\_\_\_ Aluminum Pipe & Fittings  
\_\_\_ Concrete  
\_\_\_ Hand Tools/Shovels/Picks/Axes  
\_\_\_ Levee Reinforcing Materials  
\_\_\_ Lumber, Building Materials  
\_\_\_ Power Tools, Pneumatic, Electric  
\_\_\_ Rock, all sizes, ½: to 12”in  
\_\_\_ Rope, Cable, Chain  
\_\_\_ Sand  
\_\_\_ Sand Bags

**TRAFFIC CONTROL**

\_\_\_ Barricades, flags, flares, vests, cones  
\_\_\_ Portable Stop Signs

**TRANSPORTATION**

\_\_\_ Ambulances  
\_\_\_ Buses  
\_\_\_ Cars, Trucks, Vans  
\_\_\_ Helicopters

**PETROLEUM PRODUCTS & FUEL**

\_\_\_ Diesel Fuel  
\_\_\_ Gas & Oil  
\_\_\_ Helicopter Fuel  
\_\_\_ Propane, Butane

**CONSTRUCTION EQUIPMENT**

Maximum equipment rental and labor rates in accordance with State of California Department of Transportation, Division of Construction, Labor Surcharge and Equipment Rental Rates, latest edition.

Please indicate below the number of pieces of each equipment available **with operator**:

\_\_\_ Backhoe  
\_\_\_ Crane  
\_\_\_ Dozer  
\_\_\_ Drag Line  
\_\_\_ Dump Trucks, Bob Tail      Size \_\_\_\_\_  
\_\_\_ Fuel Trucks, Gas      Capacity \_\_\_\_\_  
\_\_\_ Fuel Trucks, Diesel      Capacity \_\_\_\_\_  
\_\_\_ Grade All  
\_\_\_ Loaders, Track  
\_\_\_ Loaders Rubber Tires  
\_\_\_ Motor Graders  
\_\_\_ Water Trucks      Capacity \_\_\_\_\_